

REQUEST FOR OFFICIAL PERSONNEL FOLDER (SEPARATED EMPLOYEE)

1. DATE OF REQUEST

SECTION I - TO BE COMPLETED BY REQUESTING PERSONNEL OFFICE

2. CURRENT NAME (*Last, first, middle*)2a. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (*If different than Item 2*)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
NATIONAL PERSONNEL RECORDS CENTER
 (Civilian Personnel Records)
 111 WINNEBAGO STREET
 ST. LOUIS, MO 63118

3. DATE OF BIRTH

4. SOCIAL SECURITY NUMBER

SUBMIT IN DUPLICATE FOR EACH FOLDER REQUESTED

Original will be used to send folder or reply to your agency.

Second copy retained by agency for its suspense files.

Third copy is for records center use.

5. PREVIOUS FEDERAL EMPLOYMENT

AGENCY AND BUREAU	LOCATION	FROM	TO

6. REASON FOR REQUEST (*Check appropriate box*)☐ a. Currently employed.☐ b. Temporary use.☐ c. Pre-employment consideration. Will retain folder if hired.

REMARKS

SECTION II - FOR USE BY RECORDS CENTER

☐ a. Folder enclosed.☐ e. Folder was sent (Date) _____

To:

☐ b. Our search did not reveal a record of claimed civilian Federal employment. Please submit any additional information or documentation that will help verify this employment.

☐ c. Folder not received. Suggest you contact last employing office.

☐ d. Folder not located. For a former employee of your agency, we suggest a further search of your agency. If still unlocated, verify name, date of birth, and social security number, and return request to NPRC together with the date folder was transferred to NPRC and several names, dates of birth, and social security numbers of other folders in same shipment.
☐ Your agency☐ f. Other

DATE

INITIALS

SECTION III - TO BE COMPLETED BY REQUESTING PERSONNEL OFFICE

NAME OF REQUESTER

TELEPHONE NO.

Enter complete address to which folder or reply is to be mailed. Include ZIP Code.